

STAPLE  
HERE

DEPARTMENT NUMBER \_\_\_\_\_

MONTGOMERY COUNTY, MARYLAND

## PAYROLL DEPARTMENTAL BATCH CONTROL

SCHEDULE			ORGANIZATION ID								
13	15	16									28

PAYROLL SECTION USE ONLY

### TIME REPORT FORMS

		TYPE
10	11	12
B A	T	

BATCH			ORIGIN			TRANS COUNT			HOURS HASH TOTAL			
29	31	32	34	35	37	38					43	

### PAYROLL ADJUSTMENT FORMS

		TYPE
10	11	12
B A	A	

BATCH			ORIGIN			TRANS COUNT		
29	31	32	34	35	37			

PAYROLL SECTION USE ONLY

### CORRECTIONS

		TYPE
10	11	12
B A	C	

BATCH		
29		31

Department Name \_\_\_\_\_

Total Number of Time Sheets \_\_\_\_\_

Prepared By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Phone No. or Ext. \_\_\_\_\_